

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS					1. REQUISITION NUMBER PR-OA-14-00057		PAGE 1 OF 12						
2. CONTRACT NO. EP-W-11-011			3. AWARD/ EFFECTIVE DATE		4. ORDER NUMBER 0042		5. SOLICITATION NUMBER						
7. FOR SOLICITATION INFORMATION CALL:			a. NAME Jennifer Kuhn			b. TELEPHONE NUMBER (No collect calls) 202-564-0844		8. OFFER DUE DATE/LOCAL TIME					
9. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460			CODE HPOD		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS </div> <div> <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) </div> <div> NAICS: 541611 SIZE STANDARD: \$14.0 </div> </div>								
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE			12. DISCOUNT TERMS			13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING					
15. DELIVER TO Kevin Nelson USEPA Headquarters William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. nelson.kevin@epa.gov Washington DC 20460			CODE 1807T		16. ADMINISTERED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460								
17a. CONTRACTOR/OFFEROR CH2M HILL INC. Attn: (b)(4) 9191 S JAMAICA STREET Englewood CO 80112 TELEPHONE NO.			CODE (b)(4)		FACILITY CODE		18a. PAYMENT WILL BE MADE BY RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711						
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM										
19. ITEM NO. 0001		20. SCHEDULE OF SUPPLIES/SERVICES DUNS Number: (b)(4) TOPO: Kevin Nelson Max Expire Date: 01/26/2015 Period of Performance: 09/09/2014 to 01/26/2015 Technical assistance to prepare for and host the first installment of the EPA developed, Building Blocks Training Academy in accordance with the attached statement of work and the contractor's approved work plan and cost estimate dated 21 July 2014. (Use Reverse and/or Attach Additional Sheets as Necessary)				21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT 71,177.45	
25. ACCOUNTING AND APPROPRIATION DATA See Schedule								26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$71,177.45					
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.								<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.					
30a. SIGNATURE OF OFFEROR/CONTRACTOR								<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT: REF. Proposal OFFER DATED 07/21/2014. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: 0001 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <div style="text-align: center;">ELECTRONIC SIGNATURE</div>					
30b. NAME AND TITLE OF SIGNER (Type or print)				30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print) Jennifer Kuhn				31c. DATE SIGNED 09/09/2014			

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Cost Ceiling: (b)(4) Fixed Fee Ceiling: (b)(4) Accounting Info: 14-15-B-11W-301MA4-2505-1411W41034-001 BFY: 14 EFY: 15 Fund: B Budget Org: 11W Program (PRC): 301MA4 Budget (BOC): 2505 DCN - Line ID: 1411W41034-001 Funding Flag: Partial Funded: \$71,177.45 The obligated amount of award: \$71,177.45. The total for this award is shown in box 26.				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (Print)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (Location)	
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

Statement of Work

Contract Number: EP-W-11-009/EP-W-11-010/EP-W-11-011

RFO Number: 0042

I. TITLE: Building Blocks Training Academy

II. PERIOD OF PERFORMANCE:

From: Date of award

To: January 26, 2015

III. BACKGROUND: This Statement of Work (SOW) will provide contractor support to Environmental Protection Agency (EPA) as it continues the expansion of its Building Blocks for Sustainable Communities program. The program, launched in March of 2011, is a critical element of the EPA Office of Sustainable Communities' (OSC) efforts to transform its technical assistance work and reach more communities by training others to deliver tools. This effort will build on the lessons learned from the three (3) rounds of Building Blocks assistance completed to date, as well as EPA's experience working with communities through other efforts.

Beginning in 2005, EPA began to provide direct technical assistance to communities through the Smart Growth Implementation Assistance (SGIA) program. This program tackles difficult policy issues, requiring a significant time investment for each project. However, EPA has realized that many communities are in need of more basic, rapid-fire assistance as they seek to implement a more sustainable pattern of development. As such, EPA created the Sustainable Communities Building Blocks Program to help provide support to communities using more narrowly-defined and field-tested tools which allow for a shorter engagement and a more cost-effective approach to technical assistance. Since 2011, OSC has developed 14 tools through the Sustainable Communities Building Blocks Program, on topics ranging from walkability to fiscal health to green streets. These tools have undergone significant revision over the course of implementation, and will serve as the basis for a training academy.

This SOW supports EPA's continued effort to develop and expand access to tools for smart growth that communities can use to grow in a more sustainable manner. It will do so by building the capacity within individuals and organizations to deliver Building Blocks tools themselves, without additional EPA-funded contractor assistance. EPA expects this task order will create a cost-effective model for implementing this process and increasing the number of communities benefiting from the Building Blocks Program and its tools.

IV. PURPOSE AND OBJECTIVE: To facilitate the outreach and exposure of tools developed through the Building Blocks Program; EPA developed the Building Blocks Training Academy. The purpose of the Academy is to disseminate exercises, presentations, and other resource materials associated with the Building Blocks Tools (primarily developed in EP-W-11-009/010/011, Task Orders 7, 8, 17, and 20). Some of the 14 tools developed in the Building Blocks program are in the process of being finalized by EPA as tool guidebooks, and will be ready to be used by external users to support them implement the Building Blocks tools in their own communities (tentative date for posting online is August 2014). These initial guidebooks -- Walkability Audits, Parking Audits, Preferred Growth Areas, and Green Streets Strategies -- will be the basis of this first iteration of the Building Blocks Training Academy. The first installment of the Academy is scheduled to take place during late summer 2014/early fall 2014 in Washington, D.C. with a particular focus on transportation-related stakeholders (state Departments of Transportation (DOT), Metropolitan Planning Organizations (MPO), and Councils of Governments (COG) and other sustainable transportation-related nonprofit/service organizations). The purpose of this task order is to prepare for and host this first installment of the Academy. There is an expectation that EPA will host subsequent Academies in the future, including Academies in regional locations.

The move to an “academy” approach reflects a desire by OSC to expand the reach of the Building Blocks tools into communities without the need for contractor assistance in every instance. The Building Blocks program, as implemented by EPA to date, has relied on national experts to carry out or provide significant support to EPA-led workshops. In particular, contractors were used to assist EPA staff by developing tool materials, meeting with communities, facilitating workshops, and providing analysis of workshop results by drafting “next steps” memos for recipient communities. This process has been successful in over 150 communities over the past three (3) years. While this method has been effective, it is not fully sustainable given the need to respond to the ever-growing demand by communities, expand the reach of the tools developed to date, and to advance EPA’s desire to innovate and deliver technical assistance in a more cost-effective manner. This can be done by teaching people with some background and interest in sustainability and smart growth about the Building Blocks tools, and how to deliver them.

To date, some effort has been made to increase the capacity of others (including third party organizations) who could deliver the Building Blocks tools. EPA regional staff were invited to attend Building Blocks workshops and to assist in the facilitation and/or conduct the workshops on their own. Regional planning organizations have also partnered with EPA to conduct Building Blocks workshops, such as in the case of Chicago Metropolitan Agency for Planning (CMAP) which participated actively alongside EPA staff in the implementation of several Building Blocks workshops in 2012. As a result, staff at CMAP are using the Building Blocks process as a resource for the technical assistance it provides to Chicago area communities.

The Building Blocks Training Academy seeks to build on this collaboration by bringing the most-advanced elements of the Building Blocks program to organizations and individuals that are

interested in better understanding how these tools work, and delivering them to their constituents. Given that technical refinement is still required before these tools are utilized by others, EPA is proposing this process in three (3) phases:

- In Phase I the contractor shall be required to refine several existing Building Blocks materials into training materials (including read-ahead materials for Academy attendees) for use in an in-person training workshop for 40 participants.
- In Phase II the contractor shall be required to deliver a two-day training to a group of attendees who will be expected to deliver Building Blocks trainings in their communities following the workshop. This training will be convened in Washington, DC.
- In Phase III the contractor shall be required to provide on-call assistance for trainees after the workshop (e.g. a “Help Desk”) drawing on a designated bank of hours over which national experts will answer questions directly from attendees, or other interested members of the general public.

EPA will supply the Contractor with all existing materials for these tools. This SOW will focus on the following components (as described above):

- (1) Development of Building Blocks Academy training materials based on existing Building Blocks tools;
- (2) Delivery of workshop training on Building Blocks Academy materials; and
- (3) Creation of a Help Desk.

As a result of this task order, EPA will increase the number of communities able to address smart growth implementation issues by building a network of third-party organizations able to deliver Building Blocks tools in their communities. The implementation of these tools can help deliver the following environmental and community outcomes:

- Expanded housing and transportation choices among households, particularly those earning below area median income.
- More balanced transportation systems that support walking, biking, and public transit, as well as driving.
- Reduced vehicle miles traveled, resulting in lower greenhouse gas emissions, lower commuting costs, and decreased road congestion.
- Efficient use of services and infrastructures, resulting in cost savings for the public.
- Increased redevelopment of brownfields, as well as other underutilized infill locations.
- Improved water quality through efforts that reduce stormwater runoff into existing waterways.
- Reduced cost and energy intensity of stormwater management systems through increased use of green stormwater practices.

- Increased focus on smart growth and environmental benefits for overburdened, underserved, historically underrepresented, and/or sensitive populations (including racial or socioeconomic minorities, the elderly, and/or children).
- More healthy and safe pedestrian walkways and streetscapes through use of street trees, swales, and other green infrastructure components.
- Reduced energy and water consumption and lower household energy/utility costs through use of green building construction techniques and materials.

Finally, this work also helps support the Partnership for Sustainable Communities, an interagency partnership among EPA, U.S. Housing and Urban Development (HUD), and U. S. DOT. The Partnership seeks to align federal resources to support implementation of more sustainable, smart growth approaches to development challenges. Six (6) livability principles have been developed to describe the types of communities which the Partnership seeks to support.¹ EPA will work with our federal partners in HUD and DOT to implement our ongoing programs, and the Academy will educate attendees on the ways in which housing, transportation, and environmental interests can be engaged in the implementation of Building Blocks tool delivery.

V. QUALITY ASSURANCE (QA) REQUIREMENTS

Check [] Yes if the following is required or [x] NO if the following is not required. The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

VI. TASKS AND DELIVERABLES:

The TOPO will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the TOPO's comments. Contractor shall provide the TOPO with copies of all deliverables as requested in the Task Order.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task One –Develop Training Materials

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

¹ Read more about the Partnership and the six Livability Principles at <http://www.epa.gov/smartgrowth/partnership/index.html>

The contractor shall develop a series of training materials that are based on four (4) Building Blocks Tools that have been delivered under previous Building Blocks technical assistance offerings, and will soon be available in the form of guidebooks from EPA. These guidebooks include: Walkability Audit, Green Streets Strategies, Parking Audits, and Preferred Growth Areas. Drafts of these materials will be provided by EPA as an attachment to this statement of work so respondents can become familiar with the materials (see Attachments A-E). The guidebooks are being finalized and are expected to be posted to the EPA website for public use by August 2014.

The materials and the subsequent Academy shall follow a model that assumes that the attendees have a baseline understanding of the core tools to be discussed on-site. For this reason, attendees will be asked to review the public versions of the guidebooks and other information as needed in advance. It is expected that attendees will come from regional planning authorities, MPOs, regional governments, state transportation or planning offices, or nonprofit organizations committed to pursuit of smart growth implementation. Attendees may also include federal government staff from EPA, HUD, DOT, and/or United States Department of Agriculture (USDA) whose work pertains to building more sustainable communities.

Attendees will be required to participate in an online training/webinar that reviews the basics of the Building Blocks program before attending the in-person training. This would include the core components of what the program offers as well as an overview of each of the tools that would be covered in the training. This training will be offered by EPA staff, at least four (4) weeks prior to the on-site academy. NOTE: THIS IS NOT A CONTRACTOR TASK, BUT IMPORTANT TO UNDERSTAND GIVEN THE PREPARATION FOR THE ACADEMY.

The contractor shall be responsible for developing training materials to help present each of the four (4) tools over the course of the two-day training academy. The training materials shall include the following:

1. Guidebooks and presentation slides that have been used in technical assistance workshops. (These documents will be provided by EPA to the contractor ahead of the Academy.)
2. A detailed agenda for the two-day Academy. See Task Two for further information.
3. An assessment of attendees' content knowledge before and after the Academy. The input from attendees will help inform the facilitators of the knowledge base prior to the Academy and then to document their understanding of the materials after the Academy, including their ability to effectively deliver Building Blocks assistance in local communities. This assessment and evaluation shall be no longer than 30 questions, divided before and after the Academy. Questions shall be developed in consultation with EPA. For example, questions shall relate to working with a range of community stakeholders, organizing assistance with communities with limited time and scope, understanding tool content such as experience and comfort level with discussing aspects of walkability, parking audits, green streets strategies, and preferred growth areas.
4. For each of the four (4) tools, create a case study of what has already been done in the delivery of the tool. For instance, the Walkability Tool resources might include a summary of how the tool was offered in the city of St. Louis during the first round of the Building Blocks assistance in 2011. Highlights of this case study will include a discussion of what work well, and what needed improvement. These case studies shall be up to five (5) pages in length, focused on key concepts related to a particular tool. For instance, the Walkability tool case

study will draw from lessons learned from any of the EPA walkability audits and discuss what worked well and what did not from these site visits related to technical concepts of the tool.

5. Select an appropriate site visit near the Academy location that can convey the elements of the discussion related to the Walkability Tool and the Green Streets Strategies Tool. Note: the other two (2) tools do not need to be conveyed through a site, given available time. The facilitators will need to be familiar with the area and be prepared to lead an hour long discussion highlighting the learning points for attendees. EPA will assist with selecting the site visit project.
6. An Implementation Worksheet for attendees to use prior to, during and after the workshop. This worksheet will be between 10-15 pages, organized in a way for attendees to take notes, respond to questions and connect concepts to their own experiences. The worksheet shall follow along the agenda and have attendees keep a record of what they have learned. It is anticipated that this worksheet shall complement the guidebooks as a tool for delivering the workshop in local communities. This worksheet could also be a basis for the next steps to implementation and documenting success of the assistance.
7. Outlines and executive summaries of the core training components and modules. The outlines and summaries will be based on the tool guidebooks, but will be useful in creating the framework for how this information will be organized and conveyed to attendees. The following outlines and summaries shall be developed in consultation with EPA:
 - a. Common Lessons: This shall cover the overarching themes that cross-cut the tools. For instance, this section will include code changes, leadership and managing the political environment, financing and design, communications and messaging, coordination between departments, etc.
 - b. The Four Tools: This technical discussion at the Academy shall be two (2) hours per tool. Given the length of the Guidebooks, some thought will need to go into how to consolidate this content into a 2-hour training.
 - c. Next Steps and Implementation: Using the Implementation Worksheet as a guide, the contractor shall create a discussion and notes that brings attendees from learning about the tools to mapping out a plan for putting content into action.

These materials shall be developed in final form no later than six (6) weeks after the start of the task order. Draft materials shall be developed within four (4) weeks of the start of the task order. To facilitate discussion and understanding of EPA's needs, the contractor team shall participate in six (6) one (1)-hour calls to discuss preparations for the training. These calls shall occur weekly leading up to the Academy. Materials shall be sent out to attendees no later than two (2) weeks prior to the training.

Task Two – Delivery of Workshop Training

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The contractor shall host a two-day training workshop (The Academy) for interested organizations and individuals identified by EPA's OSC. There shall be up to 40 people attending this training. Some will come locally from the Washington, DC area, while others will travel from around the country. Attendees will either come from national or regional smart growth/sustainability-focused non-profits or from regional planning organizations/metropolitan

planning organizations, collectively seen as practitioners. A few attendees will come from EPA headquarters and regional offices.

The goal of the training is to build capacity among attendees to deliver one (1) or more tools in their own region. The most straight-forward process for building capacity is to organize the agenda and content of the training so that there are some overall concepts covered at the beginning and end of the training and that the four (4) tools are reviewed equally. A general agenda outline might be:

Day 0: Evening Social/Group Discussion/Activity

Day 1: Welcome and Introductions (15 minutes)

Day 1: Overview of Course and Review of Pre-Academy Preparation (15 minutes)

Day 1: Discussion of Common Lessons (2 hours, 30 minutes)

Day 1: Lunch (1 hour)

Day 1: Coverage of Tool 1: Walkability Audits (2 hours)

Day 1: Coverage of Tool 2: Green Streets (2 hours)

Day 1: Site Visit (1 hour)

Day 2: Recap and Discussion of Tools 1 and 2, and site visit (30 minutes)

Day 2: Coverage of Tool 3: Parking Audits (2 hours)

Day 2: Lunch (1 hour)

Day 2: Coverage of Tool 4: Preferred Growth Areas (2 hours)

Day 2: Common Lessons Revisited: Next Steps and Assistance Plan (1 hour)

Day 2: Course Wrap-Up and Review of Implementation Worksheet (30 minutes)

End by 4:00 PM

Note that this agenda is an expectation of what EPA is seeking for this work. Proposals shall follow this structure; however, improvements, modifications, or enhancements to this structure shall be described and justified in the proposal.

The workshop shall use the materials developed in Task One to train these attendees to understand and use the Building Blocks Tools. Two (2) facilitators, who have knowledge of the content of these tools, shall conduct the training workshop. A third staff member shall take notes, provide logistical support, and summarize and document the proceedings of the training. The training shall occur in Washington, DC. EPA will find a venue to accommodate the event. It shall occur within two (2) months of the completion of Task One. An agreed-upon date for the training will be determined by EPA and the selected contractor.

EPA will invite the prospective attendees. The contractor shall handle registration and check-in of attendees. The contractor shall be responsible for producing copies of training materials (referenced in Task One), as well as distributing these materials to attendees. While hard copies might be easy to reference and should be made available on site, the contractor shall also distribute materials via flash drive (or electronically) to attendees ahead of the training.

Task Three – Help Desk

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The contractor shall provide on-call support to Academy attendees or members of the general public seeking support in implementing the selected Building Blocks tools in their communities. This "Help Desk" will allow national experts to serve as a resource to communities that (1) have been provided with Building Blocks assistance and are looking for additional guidance, (2) are planning to apply for Building Blocks assistance and would like to know more about a particular topic, (3) have reviewed tool guidebooks and would like some further information about how to implement various concepts, or (4) or to Academy attendees that are seeking some additional resources or case studies related to what they had learned. This Help Desk shall have a designated number of hours available in aggregate, with the actual distribution dictated by the demand generated by the request. National expertise offered through the Help Desk shall include:

- a. General Building Blocks Program
- b. Walkability Audits
- c. Green Streets Strategy
- d. Parking Audits
- e. Preferred Growth Areas

For planning and budgeting purposes, the contractor shall designate two (2) hours of time per week to respond to questions, requests for information and suggestions about case examples and resources. This includes answer phone calls, emails, and preparing written responses to requests. Responses shall be made within three (3) business days of request. The Help Desk shall be available at least a month prior to the training date (Task 2) through the end of the period of performance.

VII. SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA TOPO:

<u>TASK</u>	<u>DELIVERABLE</u>	<u>FORM AND QUANTITY</u>	<u>DATE DUE</u>
1	Resource materials and presentation including: a. Detailed agenda b. Assessment/evaluation c. Four (4) case studies (One (1) per tool) d. Site visit location and schematics e. Implementation worksheet f. Outlines of training modules	Microsoft word and PDF	Draft within four (4) weeks of project start, final within six (6) weeks.
1	Distribution of materials to trainees	Electronically delivered to attendees	No later than two (2) weeks prior to training
1	Conference calls with EPA	Six (6) one (1)-hour calls	Weekly/TBD
2	Host and facilitate training workshop	Two (2)-day training	Held within two (2) months of completion of Task 1.
3	Help Desk	Expert availability and response to requests for information (two (2) hours per week)	Established one month before the training through the end of the period of performance. Responses to requestors within three (3) business days.

VIII. MISCELLANEOUS

Software Application files, delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format: MS Word, Office 2007, single-spacing, 12 point font.

Documents shall adhere to the EPA/Office of Sustainable Communities Style Guide, located in attachment F.

Preferred presentation format: Power Point, Office 2007

Preferred portable format: Adobe Acrobat

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 03/09/2015		4. REQUISITION/PURCHASE REQ. NO. PR-OA-14-00057		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CH2M HILL INC. Attn: (b)(4) 9191 S JAMAICA STREET Englewood CO 80112		(x)		9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-011 0042			
				10B. DATED (SEE ITEM 13) 09/09/2014			
CODE (b)(4)				FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: POP Extension under the authority of FAR 1.602-3 -- Ratification of Unauthorized Commitment
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOCOR: Kevin Nelson Max Expire Date: 04/30/2015

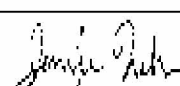
The purpose of this modification is to:

1. Extend the task order period of performance from January 26, 2015 to April 30, 2015 at no additional cost to the government; and
2. Update the invoice payment office address (see below).

LIST OF CHANGES:

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (b)(4) / Contracts Director		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jennifer Kuhn	
15B. (b)(4) (Signature of person authorized to sign)	15C. DATE SIGNED 04/10/2015	16C. DATE SIGNED 04/09/2015	ELECTRONIC SIGNATURE 

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-011/0042/001

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

CH2M HILL INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Invoice Address:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period Of Performance End Date changed from 2015-01-26 to 2015-04-30</p> <p>Maximum Potential Expiration Date changed to : 04/30/2015</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 End Date changed from 2015-01-26 to 2015-04-30</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination Period of Performance: 09/09/2014 to 04/30/2015</p>				